

A. Achievements:

- Q1 From your viewpoint, what significant accomplishments or achievements have been made by or lead by your City Administrator last year?
- Q2 In your opinion, how effective has the City Administrator been in addressing or responding to key City Council priorities and issues? *Exceptional - Very Effective - Meets Expectations -Below Expectations*

B. Core Competencies:

E - Exceeds Expectations: Performance exceeds requirements for major standards

M - Meets Expectations: Results meet requirements and are satisfactory

B - Below Expectations: Performance needs improvement; results are acceptable but not satisfactory

Q3 - Personal and Professional Integrity and Growth:

- Demonstrates unwavering honesty, fairness, and ethical conduct in all personal and professional interactions.
- Ensures transparent decision-making processes that reflect integrity and openness.
- Commits to ongoing self-renewal and personal development to enhance personal and professional balance and capacity.

Q4 - City Council/City Administrator Relationships:

- Maintains effective communication and collaborative working relationships with the City Council as a whole, and its individual members.
- Executes Council directives cohesively and aids elected officials in identifying and achieving common goals and objectives.

Q5 - Community Engagement and Advocacy:

- Identifies and addresses community needs through responsive and equitable service delivery.
- Fosters community involvement in local governance to support informed decision-making.
- Cultivates relationships with elected and appointed officials at the local, state, and federal levels to advocate for the Northfield community.

Q6 - Equity and Inclusion:

- Enhances the city's commitment to creating a diverse, inclusive, and respectful environment within the organization and the community.
- Ensures representation and access for all facets of community members in discussions and issues.
- Facilitates engagement by providing physical or technological access to community discussions and events.

Q7 - Effective Interpersonal Communication:

- Utilizes proficient interpersonal and professional communication skills for motivation and inspiration.
- Demonstrates active listening, collaboration, presentation, and writing skills.
- Cultivates constructive working relationships both internally and externally.
- Presents ideas and proposals in ways that get support from others.

Q8 – Organizational Leadership and Management:

- Cultivates a culture of professional development, accountability, and success among employees.
- Encourages teamwork, employee engagement, excellent customer service, and relational trust.
- Instills a culture of continuous improvement.

Q9 - Strategic Planning and Leadership:

- Leads the development of a comprehensive long-range strategic plan, involving Staff, the Council, and input from the Community of Northfield
- Provides clarity regarding the city's purpose, strategic priorities, and action plans to achieve its goals and initiatives.

- Collaborates with the City Council to ensure necessary resources are available for plan execution.

Q10 - Financial Management and Budget Oversight:

- Implements comprehensive financial analysis and long-term planning aligned with the City Council's values and priorities.
- Prepares and administers budgets with transparent communication while working collaboratively with the City Council, departments and key stakeholders.

C. Development Narrative:

Q11 What strengths should the City Administrator continue to focus on in the role as City Administrator?

Q12 What could Ben do more of / less of?

Q13 What (if any) professional development competencies you would recommend:

Q14 Provide comments or suggestions regarding your leadership expectations of the City Administrator for the next year:

Q15 Other Comments:

D. New Goals:

Q16

Please provide any additional suggestions, comments, or advice that would be helpful for City Administrator Martig to augment his overall performance for the next year e.g. priorities, expectations, goals, or objectives

Q17

Other Comments: